

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220



Procurement
Instruction
Memorandum
No. 00-03
Sep 15, 2000

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM:

Corey M. Rindner
Director, Office of Procurement

SUBJECT:

Department of the Treasury Affirmative Procurement Program

The purpose of this PIM is to issue the attached Department of the Treasury Affirmative Procurement Program for your implementation. You should note that this program is principally the responsibility of the Department's Office of Asset Management, as stated in Treasury Directive 75-07, *Department of the Treasury Waste Prevention, Recycling, and Acquisition*. However, the success of the Department's program depends upon your collaboration with your technical and requirements personnel.

Any questions may be addressed to Terri Toplisek on (202) 622-1241 or at Terri.Toplisek@do.treas.gov.

Attachment

APPENDIX

DEPARTMENT OF THE TREASURY Affirmative Procurement Program September 2000

1. Purpose:

This Affirmative Procurement Program (APP) policy is issued to fulfill the requirements of the Resource Conservation and Recovery Act (RCRA) Section 6002 (c) and (i), and Executive Order 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition* that require Federal Agencies to develop APPs.

2. Treasury Policy:

It is the policy of the Department of the Treasury to purchase Environmental Protection Agency (EPA) designated items containing recovered materials to the maximum extent practicable.

3. Authorities and Regulations:

Authorities and regulations are provided at Attachment 1.

4. Definitions:

Definitions are provided at Attachment 2.

5. Web Sites and Resources:

Web sites and resources are provided at Attachment 3.

6. Designation of Items Containing Recovered Materials:

EPA designates products in the Comprehensive Procurement Guideline (CPG) and provides information on products containing recovered materials in Recovered Materials Advisory Notices (RMANs). The product designations and related content recommendations are provided at Attachment 4. The latest information can be viewed on EPA's CPG web site at www.epa.gov/cpg.

7. Affirmative Procurement Program (APP):

The Resource Conservation and Recovery Act (RCRA) Section 6002 (c) and (i), and Executive Order 13101 (Section 402) requires Federal Agencies to develop Affirmative Procurement Programs (APP) for EPA-designated products when purchases of these products exceed \$10,000 in the current fiscal year or exceeded \$10,000 in the previous fiscal year. The development of an APP is key to expanding the use of products containing recovered materials. As described in the Executive Order and RCRA Section 6002, an APP is an agency's strategy for maximizing its purchases of products designated by EPA.

Treasury bureaus should supplement the Departmental APP with appropriate policy and procedures outlining specific guidelines for implementing the Departmental APP in their bureau. The scope and magnitude of the policy and procedures should be commensurate with the recycling and conservation opportunities at each bureau.

40 CFR 247.6 requires that each agency shall establish an APP. Treasury's APP consists of the following elements:

a. Preference Program.

A preference program ensures that both acquisition and requirements personnel choose recovered content products over virgin products, provided that these meet price, delivery, performance, and other mission-related criteria. For most designated items, EPA has determined that the use of minimum content standards will maximize the use of recovered materials in the items. EPA provides recommendations for recovered materials content in Recovered Materials Advisory Notices (RMAN). Attachment 4 provides EPA's recommendations for each of the products designated. Procurement personnel should review this information and use it in source identification and selection.

Thousands of recycled and environmentally preferable products are available to procuring agencies and their contractors through established Federal supply sources. The Department of the Treasury encourages users to consider Federal supply sources, such as the General Services Administration (GSA), the Government Printing Office (GPO), and the Defense Supply Center (DSC), for EPA-designated items and other recycled products.

b. Promotion Program.

The Department's promotion program is managed by the Office of Asset Management (OAM), which has oversight responsibilities for the management of waste prevention and recycling programs. In accordance with TD 75-07, OAM provides information on products, conferences, and training opportunities to the Treasury bureaus. Additional information is also available through articles in the Office of Procurement's newsletter, *Procurement News – Near and FAR*. Individual bureaus are encouraged to further disseminate this information to their procurement and technical communities and to provide information links to applicable Internet web sites.

c. Estimation, Certification, and Verification:

(1) Estimation.

RCRA Section 6002 requires procuring agencies to obtain estimates and certifications of the recycled content in the products to be supplied under a contract and to verify those estimates and certifications. The estimation requirement applies only to purchases above the simplified acquisition threshold, which currently is \$100,000. The estimates can be used as a means of determining whether products are available with higher percentages of recovered materials than specified in an agency's specifications. Agencies can use this information to revise their content standards.

The Federal Acquisition Regulation (FAR) contains clauses for agencies to use in obtaining estimates and certifications. Clause 52.223-4, Recovered Material Certification, is used in solicitations that are for, or specify the use of, recovered materials. By signing it, the offeror certifies that the products offered meet the minimum content levels in applicable contract specifications. Clause 52.223-9, Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items, is used in contracts exceeding the simplified acquisition threshold that are for, or specify the use of, an EPA Designated Item. The contractor certifies that the percentage of recovered materials in the products is at least the amount required by the contract specifications. The contractor also estimates the percentage of recovered materials actually in the products.

(2) Certification.

Vendors are responsible for: 1) providing written certification to the Contracting Officer that their products meet minimum content standards; 2) maintaining copies of certification documents; and 3) producing copies of the written certification upon request by the Department of the Treasury.

(3) Verification.

Bureaus should ensure that all estimates and certifications are reviewed by the responsible technical or program office that prepared the purchase description, specification, or statement of work. If, as a result of this review, there is reason to believe that an estimate is inaccurate or a certification was not made in good faith, the bureau should verify the estimate or certification with the contractor.

d. Annual Review and Monitoring:

Bureau Chief Procurement Officers (BCPO) are responsible for establishing internal controls to ensure that all of the requirements of RCRA and E.O. 13101 are followed in their purchasing and contracting practices. Contracting Officers are responsible for ensuring that all applicable clauses, provisions, and certifications are included in solicitations and contracts, as required by the Federal Acquisition Regulation. They are also responsible for ensuring contractors complete the certifications and that the certifications are reviewed by the responsible technical program office that prepared the purchase description or statement of work.

Subject-matter experts within the technical and program offices at each bureau are responsible for ensuring that any acquisitions with environmental and/or safety considerations contain all applicable state and local laws, regulations, or requirements within the purchase description or statement of work. Bureau procurement offices should contact their Bureau Environmental Coordinators if assistance is required in this area. If additional assistance is needed, the Department of Treasury's Office of Asset Management's Officers for Environmental and Energy Programs and Safety and Health Programs may be contacted.

The Office of Procurement will review the bureau procurement offices' compliance with RCRA and E.O. 13101 requirements as part of scheduled Acquisition Management Assistance Reviews (AMARs), described in Procurement Instruction Memorandum No. 99-14, dated October 25, 1999.

EPA is including RCRA Section 6002 and E.O. 13101 reviews in their inspections of Federal facilities. EPA Region III is requiring Federal facilities to self-audit and certify. Bureaus should ensure that they comply with Treasury's APP and their own environmental policy and procedures to avoid a Notice of Violation from EPA. The Office of Asset Management will include compliance with the requirements of RCRA, E.O. 13101, and TD 75-07 as part of its site assistance visits.

8. Purchase Card Program:

Federal credit card purchasing is used for most Federal purchases below \$2,500, which includes many of the EPA-designated recycled-content products. The requirements of RCRA and E.O. 13101 apply to purchases below the micro-purchase threshold. As indicated in TD 76-04 *Government Purchase Card Program*, purchase card training programs should include information on environmentally friendly purchasing.

Attachment 1

AUTHORITIES AND REGULATIONS

1. The Resource Conservation and Recovery Act (RCRA).

The Resource Conservation and Recovery Act (RCRA) of 1976, 42 U.S.C. 6962, requires Federal Agencies to establish programs to promote recycling and to procure products with recycled content when available. RCRA assigned the Environmental Protection Agency (EPA) the responsibility of identifying such products through the use of a designated product list known as the Comprehensive Procurement Guidelines.

RCRA Section 6002 (c) and (i) and Executive Order 13101 (Section 402) requires Federal Agencies to develop Affirmative Procurement Programs (APPs) for EPA-designated products when purchases of these products exceed \$10,000 in the current fiscal year or exceeded \$10,000 in the previous fiscal year. The development of an APP is key to expanding the use of products containing recovered materials. As described in the Executive Order and RCRA Section 6002, an APP is an agency's strategy for maximizing its purchases of products designated by EPA.

The APP should contain the following four elements for procuring such items containing recovered materials to the maximum extent practicable: (a) preference program for purchasing the designated items; (b) promotion program; (c) procedures for obtaining estimates and certifications of recovered materials content and for verifying the estimates and certifications; and (d) annual review and monitoring of the effectiveness of the program.

2. Code of Federal Regulations (CFR).

Part 247 of the CFR (40 CFR 247), *Comprehensive Procurement Guideline for Products Containing Recovered Materials* designates items that are or can be made with recovered materials and whose procurement by procuring agencies will carry out the objectives of Section 6002 of RCRA.

3. Executive Orders (E.O.).

E.O. 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*, dated September 14, 1998, strengthens and expands the Federal Government's commitment to recycling, waste prevention, and buying recycled content and environmentally preferable products and services. The E.O. reaffirms the Federal Government's commitment to buy recycled and was issued to improve Federal use of recycled products and environmentally preferable products and services. The APP promotes teamwork between program, procurement, supply, facility management, and other personnel to assure the success of the recycling initiative. It requires Federal Agencies to use their acquisition program as a tool to increase and expand markets for recovered materials through greater Federal preference and demand for such products.

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E.O. 13148, *Greening the Government Through Leadership in Environmental Management*, mandates that environmental management considerations must be a fundamental and integral component of Federal Government policies, operations, planning, and management. The head of each Federal agency is responsible for meeting the goals and requirements of this order.

E.O. 13149, *Greening the Government Through Federal Fleet and Transportation Efficiency*, mandates that the Federal Government exercises leadership in the reduction of petroleum consumption through improvements in fleet fuel efficiency and the use of alternative fuel vehicles (AFVs) and alternative fuels.

E.O. 13134, *Developing and Promoting Biobased Products and Bioenergy*, commits the Federal Government to increased research, development, and promotion of biobased products and bioenergy.

4. OFPP Policy Letter 92-4.

Office of Federal Procurement Policy (OFPP) Policy Letter 92-4, *Procurement of Environmentally-Sound and Energy-Efficient Products and Services*, dated November 2, 1992. Available at: www.arinet.gov. This Policy Letter emphasizes that Executive Agencies implement cost-effective procurement preference programs favoring the purchase of environmentally sound, energy-efficient products and services. It also emphasizes that Executive Agencies must develop agency-specific affirmative procurement programs.

5. EPA Guidance.

A copy of EPA's "Final Guidance on Environmentally Preferable Purchasing" can be found in Appendix M of *Greening the Government – A Guide to Implementing Executive Order 13101*. Using the following five recommended guidelines, agencies are given an operating basis from which to determine the preferability of a product of service:

- **Guideline 1: Environment + Price + Performance = Environmentally Preferable Purchasing**

Environmental considerations should become part of normal purchasing practice, consistent with such traditional factors as product safety, price, performance, and availability.

- **Guideline 2: Pollution Prevention**

Consideration of environmental preferability should begin early in the acquisition process and be rooted in the ethic of pollution prevention, which strives to eliminate or reduce, upfront, potential risks to human health and the environment.

- **Guideline 3: Life Cycle Perspective/Multiple Attributes**

A product or service has environmental impacts long before and after the Federal Government purchases and uses it. The manufacture, use, distribution, and disposal of products create a variety of burdens on the environment. Federal agencies should strive to purchase products or services with as few negative environmental impacts in as many life cycle stages as possible. Environmental preferability should reflect the consideration of multiple environmental attributes such as increased energy efficiency, reduced toxicity, or reduced impacts on fragile ecosystems. In addition, these attributes should be considered from a life cycle perspective.

- **Guideline 4: Magnitude of Impact**

Determining environmental preferability may involve comparing environmental impacts. In comparing environmental impacts, agencies should consider the reversibility and geographic scale of the environmental impacts, the degree of the difference among competing products or services, and the overriding importance of protecting human health.

- **Guideline 5: Environmental Performance Information**

Comprehensive, accurate, and meaningful information about the environmental preferability of a product or service is necessary in order to determine environmental preferability.

6. FAR and DTAR.

Federal Acquisition Regulation, Part 23, *Environment, Conservation, Occupational Safety and Drug-Free Workplace*, and applicable clauses and provisions contained in FAR Part 52, available at: www.arnet.gov.

Department of the Treasury Acquisition Regulation (DTAR) 1023.404 (b) (2) states, "Acquisition specifications and/or work statements will specify minimum standards for EPA-designated items when purchasing products that are or can be made with recovered materials". DTAR 1023.704(a) states, "Bureau Chief Procurement Officers (BCPO) shall establish required programs", for contracting for environmentally preferable and energy-efficient products and services. Programs should be explained in bureau policy and procedures outlining specific guidelines for implementing the Departmental APP in their bureau. The scope and magnitude of the policy and procedures should be commensurate with the recycling and conservation opportunities at each bureau.

7. Treasury Directive.

Treasury Directive (TD) 75-07, *Department of the Treasury Waste Prevention, Recycling, and Acquisition*, dated December 8, 1999. Available at: www.ustreas.gov/regs.

Attachment 2

DEFINITIONS

Affirmative Procurement is an agency's strategy for maximizing its purchase of recycled content products in accordance with Section 6002 of the Resource Conservation and Recovery Act. The buy recycled requirement applies to Federal agencies, state and local agencies using federal funds, and their contractors.

Biobased Product means a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

Certification is written documentation provided by offerors/bidders/vendors certifying that the percentage of recovered materials contained in products or to be used in the performance of the contract is at least the amount required by applicable specifications or other contractual requirements. Certification on multi-component or multi-material products should verify the percentage of postconsumer waste and recycled material contained in the major constituents of the product. [EPA Guidelines]

Environmentally Preferable means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

EPA-Designated Item means a product or category of products containing recovered materials that has been designated by the Environmental Protection Agency (EPA) in the Comprehensive Procurement Guidelines (CPG).

Estimation is written documentation of the best quantitative determination made by vendors of the total percentage of recovered material contained in products to be supplied to the purchaser. Estimations should be based on historical or actual percentages of recovered materials in products sold in substantial quantities to the general public or on other factual basis. EPA's guidelines recommend that procuring agencies maintain records of these estimates for three years by product type, quantity purchased, and price paid. [EPA Guidelines]

Life Cycle Cost means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product.

Life Cycle Assessment means the comprehensive examination of a product's environmental and economic effects and potential impacts throughout its lifetime including raw material extraction, transportation, manufacturing, use, and disposal.

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Postconsumer Material means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. “Postconsumer material” is a part of the broader category of “recovered material”.

Preference means when two products or services are equal in performance characteristics and price, the Government, in making purchasing decisions, will favor the product that is more environmentally-sound or energy-efficient. [OFPP Policy Letter 92-4]

Recovered Materials means waste materials and by-products which have been recovered or diverted from solid waste, but such term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

Recyclability means the ability of a product or material to recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling.

Recycled Material is material that can be utilized in place of a raw or virgin material in manufacturing a product and consists of materials derived from postconsumer waste, industrial scrap, material derived from agricultural wastes, and other items, all of which can be used in the manufacture of new products. [EPA Guidelines and OFPP Policy Letter 92-4]

Recycling means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

Virgin Material is a raw material used in manufacturing that has been mined or harvested and has not yet become a product. [EPA Guidelines]

Waste Prevention means any change in the design, manufacturing, purchase or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

Waste Reduction means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products.

Attachment 3

WEB SITES AND RESOURCES

www.epa.gov/cpg is EPA's Comprehensive Procurement Guidelines information site. It describes EPA's designated products, their specifications, their sources of supply and other useful information. This web site also contains the technical background documents supporting the product designations, fact sheets for each category of products, and lists of vendors of the designated products. For paper copies of these publications, contact the RCRA Hotline at (800) 424-9346, or in the Washington, DC, metropolitan area, (703) 412-9810.

www.epa.gov/oppintr/epp is an EPA training site for Environmentally Preferable Purchasing. This comprehensive Web site serves as the main repository of information and resources related to environmentally preferable purchasing, including publications such as case studies, program updates and fact sheets. It also contains interactive features designed to elicit information exchange such as topical discussion forums, a listing of upcoming events, a bulletin board for posting questions and comments and sharing users' experiences, as well as tools that have been helpful for implementing EPP.

www.ofee.gov is the Office of the Federal Environmental Executive (OFEE) Web site. Updated frequently, it includes background information on OFEE's mission, history, and staff; resources for implementing E.O. 13101; best practices and success stories for environmental procurement, recycling, and waste prevention; federal agency compliance guidance; and posts information on current and upcoming conferences, activities, publications, and other relevant news

www.ofee.gov/html/greening.pdf locates the publication, *GREENING the GOVERNMENT, a Guide to Implementing Executive Order 13101*, dated April 2000. Much of the information for the Treasury APP was derived from this Guide. It is an excellent source of information.

www.ftc.gov contains the *Federal Trade Commission's Guides to the Use of Environmental Marketing Claims (Green Guides)*. The *Green Guides* indicate how the Federal Trade Commission will apply Section 5 of the Federal Trade Commission Act, which prohibits unfair or deceptive acts or practices, in environmental marketing claims. The *Green Guides* apply to all forms of product and service marketing to the public, including advertisements, labels, package inserts, promotional materials, and electronic media. (Select "Consumer Protection", then select "Guides"). For hard copies, contact FTC at (202) FTC-HELP (382-4357).

www.gsa.gov/planetgsa is the Planet GSA Web site. GSA offers thousands of environmentally oriented products and services. Their Environmental Products Guide, alone, contains over 3,000 items, including remanufactured toner cartridges and items with recycled content, such as paper, paint, and carpet.

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pub.fss.gsa.gov/environ is GSA's Environmental Home Page. You can locate recycled content products; energy efficient and water conserving products; safer paints, cleaning and other chemical products; Alternative Fuel Vehicles (AFVs); and other "environmental" products and services.

www.nfc.fss.gsa.gov is GSA's National Furniture Center (NFC), "What's Green" Web site. It contains information about NFC's environmentally friendly furniture and furnishings.

www.jwod.gov is the Javits-Wagner-O'Day (JWOD) Home Page. www.jwod.com provides on-line shopping for JWOD products and services. The JWOD Program generates jobs and training opportunities for people who are blind or who have other severe disabilities through the Federal procurement process. The White House Task Force on Recycling and other organizations are partnering with the JWOD Program to promote and market recycled content and environmentally preferable products. JWOD is listed as the fourth required source for purchasing Government supplies at FAR 8.001(a)(1) and first for purchasing services at FAR 8.001(a)(2).

www.unicor.gov is the Web site maintained by the U.S. Department of Justice UNICOR Federal Prison Industries, Inc. UNICOR is listed as the third required source for purchasing Government supplies at FAR 8.001(a)(1) and fourth for purchasing services at FAR 8.001(a)(2).

The *Environmental Products Guide* is published by the GSA, and contains a list of over 3,000 products and services with environmental attributes, such as low volatile organic compound content, recycled content, energy-efficiency, etc. All products featured in the guide are available through the supply system of GSA's Federal Supply Service. The guide is available on MUFFIN (Multi-Use File for Interagency News).

The *Environmental Products Catalog* is published by the Defense Logistics Agency and includes products that meet the requirements of EPA's Comprehensive Procurement Guidelines. It also contains products that help reduce hazardous waste or eliminate the use of ozone-depleting chemicals. Currently, the catalog does not have a systematic way of screening products for their environmental characteristics, so inclusion in the catalog does not necessarily connote an environmentally preferable product. A DLA pilot is underway to develop environmental standards for a category of products in the catalog. For more information, contact the Defense General Supply Center at (800) 352-2852.

Attachment 4

***EPA's DESIGNATED RECYCLED CONTENT
PRODUCTS***

EPA's Recycled Content Recommendations'

Designated Product	Recovered Material Content Recommendations (%)
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1. PAPER AND PAPER PRODUCTS

• *Uncoated Printing/Writing Papers*

Reprographic paper	30 percent postconsumer fiber ²
Offset paper	30 percent postconsumer fiber
Tablet paper	30 percent postconsumer fiber
Forms bond	30 percent postconsumer fiber
White wove envelopes	30 percent postconsumer fiber
White/colored kraft envelopes	10-20 percent postconsumer fiber
Unbleached kraft envelopes	10 percent postconsumer fiber
Cotton fiber paper	30 percent postconsumer fiber
Text & cover paper	30 percent postconsumer fiber
Supercalendered paper	10 percent postconsumer fiber
Machine finished groundwood	10 percent postconsumer fiber
Papereries (invitation paper)	30 percent postconsumer fiber
Check safety paper	10 percent postconsumer fiber

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- Coated Printing/Writing Papers

Coated printing paper	10 percent postconsumer fiber
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Carbonless paper	30 percent postconsumer fiber
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- Bristols

File folders	30 percent postconsumer fiber
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Dyed filing products (e.g., hanging folders, accordion file folders)	20-50 percent recovered fiber, including 20 percent postconsumer fiber
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<i>Cards (index, postal, and other)</i>	<i>50 percent recovered fiber, including 20 percent postconsumer fiber</i>
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Pressboard report covers and binders	50 percent recovered fiber, including 20 percent postconsumer fiber
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Tags and tickets	20-50 percent recovered fiber, including 20 percent postconsumer fiber
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Newsprint	20-100 percent recovered fiber, including 20-85 percent postconsumer fiber
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- Tissue and Towel Products

Bathroom tissue	20-100 percent recovered fiber, including 20-60 percent postconsumer fiber
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Paper towels	40-100 percent recovered fiber, including 40-60 percent postconsumer fiber
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Paper napkins	30-100 percent recovered fiber, including 30-60 percent postconsumer fiber
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Facial tissue	10-100 percent recovered fiber, including 10-15 percent postconsumer fiber
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General purpose industrial wipes	40-100 percent recovered fiber, including 40 percent postconsumer fiber
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- Paperboard and Packaging

Corrugated containers

<300 psi	25-50 percent recovered fiber, including 25-50 percent postconsumer fiber
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300 psi	25-30 percent recovered fiber, including 25-30 percent postconsumer fiber
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Solid fiber boxes	40 percent postconsumer fiber
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Folding cartons	100 percent recovered fiber, including 40-80 percent postconsumer fiber
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Industrial paperboard (e.g., tubes, cores, drums, and cans)	100 percent recovered fiber, including 45-100 percent postconsumer fiber
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Miscellaneous (e.g., pad backs, covered binders, book covers, mailing tubes, protective packaging)	90-100 percent recovered fiber, including 75-100 percent postconsumer fiber
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Padded mailers	5-15 percent postconsumer fiber
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Carrierboard	10-100 percent recovered fiber, including 10-15 percent postconsumer fiber
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Brown papers (e.g., wrapping paper and bags)	5-40 percent recovered fiber, including 5-20 percent postconsumer fiber
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- Miscellaneous Paper Products

Tray liners	100 percent recovered fiber, including 50-75 percent postconsumer fiber
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2. VEHICULAR PRODUCTS

<u>Re-refined lubricating oils</u> (engine oils, hydraulic fluids, gear oils)	<u>25 percent re-refined oil in the basestock</u>
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Retread tires	Purchase retread tires and/or tire retreading
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3. CONSTRUCTION PRODUCTS

<u>Cement and concrete containing with</u> coal fly ash depending	<u>20-40 percent coal fly ash, in accordance</u> ASTM and AASHTO specifications, on usage
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<u>Cement and concrete containing with</u> Ground granulated blast furnace depending (GGBF) slag	<u>25-50 percent GGBF slag, in accordance</u> ASTM and AASHTO specifications, on usage
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<i>Structural fiberboard</i>	<i>80-100 percent recovered materials</i>
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<i>Laminated paperboard</i>	<i>100 percent postconsumer paper</i>
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<i>Polyester carpet (face fiber)</i>	<i>25-100 percent postconsumer materials</i>
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<i>Floor tiles (heavy duty/ commercial use)</i>	<i>90-100 percent postconsumer rubber or 90-100 percent recovered plastic</i>
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<i>Patio blocks</i>	<i>90-100 percent postconsumer rubber or 90-100 percent recovered plastic</i>
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- **Building Insulation Products**

<i>Cellulose</i>	<i>75 percent postconsumer paper</i>
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<i>Fiberglass</i>	<i>20-25 percent recovered glass</i>
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<i>Rock wool</i>	<i>75 percent recovered slag</i>
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<i>Perlite composite board</i>	<i>23 percent postconsumer paper</i>
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<i>Plastic rigid foam (polyisocyanurate/polyurethane)</i>	<i>9 percent recovered materials</i>
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<i>Plastic foam-in-place (polyisocyanurate/polyurethane)</i>	<i>5 percent recovered materials</i>
<i>Plastic rigid foam (Glass-fiber reinforced)</i>	<i>6 percent recovered materials</i>
<i>Plastic rigid foam (Phenolic)</i>	<i>5 percent recovered materials</i>
<i>Non-woven plastic batt</i>	<i>100 percent recovered and/or postconsumer materials</i>
<ul style="list-style-type: none">• <i><u>Shower and restroom dividers</u></i>	
<i>Steel</i>	<i>Either 25 percent recovered materials, including 16 percent postconsumer materials or 100 percent recovered materials, including 67 percent postconsumer materials</i>
<i>Plastic</i>	<i>20-100 percent recovered materials, including 20-100 percent postconsumer plastic</i>
<ul style="list-style-type: none">• <i><u>Latex paint</u></i>	
<i>Reprocessed white, off-white, and pastel colors</i>	<i>20 percent postconsumer latex paint</i>
<i>Reprocessed grey, brown, earth- tones, and other dark colors</i>	<i>50-99 percent postconsumer latex paint</i>
<i>Consolidated latex paint</i>	<i>100 percent postconsumer latex paint</i>
<ul style="list-style-type: none">• <i><u>Carpet cushion</u></i>	
<i>Bonded polyurethane</i>	<i>15-50 percent recovered materials, including 15-50 percent postconsumer materials</i>
<i>Jute</i>	<i>40 percent postconsumer materials</i>
<i>Synthetic fibers</i>	<i>100 percent recovered materials</i>
<i>Rubber</i>	<i>60-90 percent recovered materials, including 60-90 percent postconsumer materials</i>

*Flowable fill containing coal
fly ash and/or ferrous foundry
sands*

*Refer to Tables C-9a, C-9b, and C9c in EPA's
RMAN III and American Concrete Institute
report ACI 229R-94*

- *Railroad grade crossing surfaces*

Coal fly ash

15-20 percent recovered materials

Rubber

85-95 percent recovered materials

Steel

*Either 25 percent recovered materials, including
16 percent postconsumer materials or
100 percent recovered materials, including
67 percent postconsumer materials*

4. TRANSPORTATION PRODUCTS

Traffic cones

50-100 percent recovered rubber or plastic

- *Traffic barricades*

Plastic

*100 percent recovered plastic, including
80-100 percent postconsumer materials*

Steel

*Either 25 percent recovered materials, including
16 percent postconsumer materials or
100 percent recovered materials, including
67 percent postconsumer materials*

Fiberglass

100 percent recovered fiberglass

Channelizers

*25-95 percent postconsumer plastic or
100 percent rubber (base only)*

Delineators

*25-90 percent postconsumer plastic or
100 percent rubber (base only) or, for the steel
base only, either 25 percent recovered materials,
including 16 percent postconsumer materials or
100 percent recovered materials, including
67 percent postconsumer materials*

Flexible delineators

25-85 percent postconsumer plastic

5. PARK AND RECREATION PRODUCTS

<i>Playground surfaces</i>	<i>90-100 percent postconsumer rubber or plastic</i>
<i>Running tracks</i>	<i>90-100 percent postconsumer rubber or plastic</i>
<i>Plastic fencing</i>	<i>90-100 percent recovered materials, including 60-100 percent postconsumer plastic</i>

- Park benches and picnic tables

<i>Plastic</i>	<i>100 percent recovered materials, including 90-100 percent postconsumer materials</i>
<i>Plastic composites</i>	<i>100 percent recovered materials, including 50-100 percent postconsumer materials</i>
<i>Aluminum</i>	<i>25 percent postconsumer materials</i>
<i>Concrete</i>	<i>15-40 percent recovered materials</i>
<i>Steel</i>	<i>Either 25 percent recovered materials, including 16 percent postconsumer materials or 100 percent recovered materials, including 67 percent postconsumer materials</i>

- Playground equipment

<i>Plastic</i>	<i>100 percent recovered materials, including 90-100 percent postconsumer materials</i>
<i>Plastic composites</i>	<i>95-100 percent recovered materials, including 50-75 percent postconsumer materials</i>
<i>Steel</i>	<i>Either 25 percent recovered materials, including 16 percent postconsumer materials or 100 percent recovered materials, including 67 percent postconsumer materials</i>
<i>Aluminum</i>	<i>25 percent postconsumer materials</i>

6. LANDSCAPING PRODUCTS

<i>Hydraulic mulch</i>	<i>100 percent postconsumer paper or blend of 100 percent recovered wood and/or paper</i>
<i>Compost made from yard trimmings and/or food waste</i>	<i>(1) Purchase compost made from yard food waste or (2) establish a composting system</i>
<i>Garden hoses plastic</i>	<i>60-65 percent postconsumer rubber and/or plastic</i>
<i>Soaker hoses plastic</i>	<i>60-70 percent postconsumer rubber and/or plastic</i>
<i>Lawn and garden edging</i>	<i>30-100 percent recovered materials, including 30-100 percent postconsumer plastic and/or rubber</i>
<i>• <u>Plastic and lumber landscaping timbers and posts</u></i>	
<i>HDPE</i>	<i>75-100 percent recovered materials, including 25-100 percent postconsumer material</i>
<i>Mixed plastics/sawdust</i>	<i>100 percent recovered materials, including 50 percent postconsumer materials</i>
<i>HDPE/fiberglass</i>	<i>95 percent recovered materials, including 75 percent postconsumer materials</i>
<i>Other mixed resins</i>	<i>95-100 percent recovered materials, including 50-100 percent postconsumer materials</i>

7. NON-PAPER OFFICE PRODUCTS

- Office recycling containers and office waste receptacles*

<i>Plastic</i>	<i>20-100 percent postconsumer plastic</i>
<i>Steel</i>	<i>25 percent recovered materials, including 16 percent postconsumer materials</i>
<i>Paper</i>	<i>Use the content levels recommended for paper products (e.g., corrugated or paperboard)</i>

<i>Plastic desktop accessories</i>	<i>25-80 percent postconsumer polystyrene</i>
<i>Toner cartridges</i>	<i>Purchase remanufactured toner cartridges OR establish cartridge remanufacturing services contracts OR purchase new cartridges containing recovered materials</i>
<ul style="list-style-type: none">• <u><i>Binders</i></u>	
<i>Plastic-covered binders cover</i>	<i>25-50 percent recovered plastic in the plastic cover</i>
<i>Chipboard, paperboard, or pressboard binders or binder components</i>	<i>Use the content levels recommended for paper products (i.e., miscellaneous paperboard products, paperboard pressboard)</i>
<ul style="list-style-type: none">• <u><i>Solid plastic binders</i></u>	
<i>HDPE</i>	<i>90 percent postconsumer materials</i>
<i>PE</i>	<i>30-50 percent recovered materials, including 30-50 percent postconsumer materials</i>
<i>PET</i>	<i>100 percent postconsumer materials</i>
<i>Misc. plastics</i>	<i>80 percent postconsumer materials</i>
<i>Plastic trash bags</i>	<i>10-100 percent postconsumer plastic</i>
<i>Printer ribbons</i>	<i>Purchase printer ribbon reinking or reloading services OR purchase reinked or reloaded printer ribbons</i>
<i>Plastic envelopes</i>	<i>25-35 percent recovered plastic, including 25 percent postconsumer plastic</i>
<ul style="list-style-type: none">• <u><i>Plastic clipboards</i></u>	
<i>HDPE</i>	<i>90 percent postconsumer materials</i>
<i>PS</i>	<i>50 percent postconsumer materials</i>
<i>Misc. plastics</i>	<i>15-80 percent recovered materials, including 15 percent postconsumer materials</i>

Plastic file folders (HDPE) *90 percent postconsumer materials*

Plastic clip portfolios (HDPE) *90 percent postconsumer materials*

Plastic presentation folders (HDPE) *90 percent postconsumer materials*

8. MISCELLANEOUS PRODUCTS

- *Pallets*

Wooden *95-100 percent postconsumer wood*

Plastic lumber *100 percent postconsumer plastic*

Thermoformed plastic *25-50 percent postconsumer plastic*

Paperboard *50 percent postconsumer paper*

- *Sorbents*

Paper *100 percent recovered materials, including
95-100 percent postconsumer materials*

Textiles *95-100 percent recovered materials, including
95-100 percent postconsumer materials*

Plastics *25-100 percent recovered materials*

Wood *100 percent recovered materials*

Other organic/multi-materials *100 percent recovered materials*

- *Industrial drums*

Steel *25 percent recovered materials, including
16 percent postconsumer materials*

Plastic (HDPE) *30-100 percent recovered materials, including
30-100 percent postconsumer materials*

Fiber *100 percent postconsumer materials*

- Awards and plaques

<i>Glass</i>	<i>100 percent recovered materials, including 75-100 percent postconsumer materials</i>
<i>Wood</i>	<i>100 percent recovered materials</i>
<i>Paper</i>	<i>40-100 percent recovered materials, including 40-100 percent postconsumer materials</i>
<i>Plastic and plastic/wood composites</i>	<i>95-100 percent recovered materials, including 50-100 percent postconsumer materials</i>

- Mats

<i>Rubber</i>	<i>85-100 percent recovered materials, including 75-100 percent postconsumer materials</i>
<i>Plastic</i>	<i>100 percent recovered materials, including 10-100 percent postconsumer materials</i>
<i>Rubber/plastic composite</i>	<i>100 percent postconsumer materials</i>

- Signs

<i>Plastic</i>	<i>80-100 percent recovered materials, including 80-100 percent postconsumer materials</i>
<i>Aluminum</i>	<i>25 percent postconsumer materials</i>

- Sign supports and posts

<i>Plastic</i>	<i>80-100 percent recovered materials, including 80-100 percent postconsumer materials</i>
<i>Steel</i>	<i>Either 25 percent recovered materials, including 16 percent postconsumer materials or 100 percent recovered materials, including 67 percent postconsumer materials</i>

- Manual-grade strapping

Polyester

*50-85 percent recovered materials, including
50-85 percent postconsumer materials*

Polypropylene

10-40 percent recovered materials

Steel

*Either 25 percent recovered materials, including
16 percent postconsumer materials or
100 percent recovered materials, including
67 percent postconsumer materials*

